

Effective: July 18, 2008

NASA SENIOR ASSESSMENT TEAM CHARTER

1. Purpose

- 1.1 This charter establishes the NASA Senior Assessment Team and sets forth its functions, membership, meetings, duration, assessment, and records retention.
- 1.2 The NASA Senior Assessment Team, hereafter referred to as the SAT, provides leadership in the definition, implementation, and assessment of the Agency's internal control program and all associated activities. The SAT is supported by the Office of the Chief Financial Officer, the Office of Internal Controls and Management Systems, and other component organizations as appropriate.

2. Applicability/Scope

This charter applies to NASA Headquarters and NASA Centers, including Component Facilities and Service Support Centers.

3. Authority

42 U.S.C. § 2473(c)(1), Section 203(c)(1) of The National Aeronautics and Space Act of 1958, as amended.

31 U.S.C. § 3512, (b) and (c) Federal Managers' Financial Integrity Act of 1982 (P.L. 97-255), 96 Stat. 814 September 8, 1982.

OMB Circular A-123, Management's Responsibility for Internal Control.

NASA Policy Directive (NPD) 1000.3, The NASA Organization.

NPD 1200.1, NASA Internal Control.

4. Functions

- 4.1 The SAT provides leadership and oversight with respect to the Agency's internal control program, the goal of which is to ensure that internal controls are commensurate with identified risks and results-oriented management. The primary responsibilities of the SAT are to review and approve internal control policies, programs, initiatives, and similar activities; and identify and ensure that adequate funding and resources are made available for an effective internal control program.
- 4.2 The SAT reviews and approves guidance associated with the annual Statement of Assurance process.

- 4.3 Throughout the year, the SAT serves as a mechanism for evaluating existing and proposed internal control deficiencies and issues. As part of this responsibility, the SAT proposes and forwards to the Operations Management Council (OMC) for decision, material weaknesses for reporting external to the Agency as required by statute, as well as lesser control deficiencies to be included on the OMC watch list. In addition the SAT shall assess the adequacy and track the completion of corrective action plans developed in response to identified internal control deficiencies.
- 4.4 The SAT periodically assesses the effectiveness of Agency, Center, and organizational efforts with respect to internal control policies, procedures, processes, and activities.
- 4.5 Issues that cannot be resolved within the authorities delegated to the SAT are forwarded to the OMC for resolution.

5. Membership

5.1 The SAT is comprised of the following members:

- Director, Office of Program and Institutional Integration (Chair)
- Assistant Associate Administrator
- Associate Administrator for Institutions and Management
- Deputy Chief Financial Officer
- Deputy Associate Administrator, Aeronautics Research Mission Directorate
- Deputy Associate Administrator, Exploration Systems Mission Directorate
- Deputy Associate Administrator, Science Mission Directorate
- Deputy Associate Administrator, Space Operations Mission Directorate
- Deputy Chief Engineer
- Deputy General Counsel
- Deputy Chief, Safety and Mission Assurance
- Deputy Chief Information Officer
- Deputy Center Directors (three, on overlapping 18 month terms)
- Deputy Inspector General (advisory capacity)

5.2 The Chair may change the membership following appropriate consultation with the Team and/or the Deputy Administrator. Any changes will become effective immediately and be reflected in subsequent revisions to this Charter.

5.3 The Chair may determine and/or control additional attendance at meetings following appropriate consultation with Team members.

5.4 The Assistant Administrator for Internal Controls and Management Systems (OICMS) serves as the Executive Secretary to the SAT. Among other duties, the Executive Secretary facilitates the activities of the SAT, coordinates meeting

agendas, and ensures that information required for consideration by the Team is available to members on a timely basis.

6. Meetings

The SAT will meet quarterly, or when determined by the Chair.

7. Duration

The SAT will remain in existence indefinitely.

8. Measurement

The SAT shall provide an annual briefing to the Deputy Administrator (or a designated representative) summarizing the state of the Agency's internal control activities. In particular, the briefing will address the effectiveness of the Agency, and of the SAT, with respect to the timely and effective identification and resolution of internal control deficiencies and related issues. The SAT will also brief the OMC as requested.

9. Records

The Office of Internal Controls and Management Systems shall maintain this Charter and all other records associated with the SAT. Minutes of SAT meetings are to be generated as soon as feasible and are posted on an OICMS website.